

# UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT

<b>Announcement #10-1:</b>	<b>SUPERVISORY MOTIONS ATTORNEY</b>
<b>Opening Date:</b>	<b>May 24, 2010</b>
<b>Closing Date:</b>	<b>June 7, 2010 (or until filled)</b>
<b>Developmental Salary Range (CL 29/30):</b>	<b>\$68,379-\$101,035</b>
<b>With Full Performance Salary Potential To (CL 30):</b>	<b>\$131,354</b>

The Clerk's Office has an opening for a **Supervisory Motions Attorney**. Persons interested in applying for this position should submit a letter of interest with a resume and a self-edited writing sample of no more than three pages by **June 7, 2010** (or until filled) to:

Cheryl Vessels  
Human Resources Manager  
Eleventh Circuit  
United States Court of Appeals  
56 Forsyth Street, N.W.  
Atlanta, Georgia 30303

*The person selected for the position will be required to undergo a background investigation.*

**DUTIES:** The Supervisory Motions Attorney is responsible for the supervision and day-to-day operation of the Motions Unit. The incumbent provides substantive legal analysis, advice, and assistance on cases pending before the court and makes recommendations to the judges. The large majority of the work to be produced will be written. The supervisory motions attorney is ultimately responsible for overseeing the proper assignment and handling of the bulk of motions filed with the Court. Additionally, the supervisory motions attorney may be called upon to give legal advice to the Clerk or the Court regarding procedural issues. Finally, the supervisory motions attorney occasionally performs special legal projects for the Court or the Clerk as directed. The supervisory motions attorney supervises two subordinates. Some lifting may be required.

**QUALIFICATIONS:** Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association or the Association of American Law Schools. Bar membership with the highest court of a State, Territory, Commonwealth, or Possession of the United States is required. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research. Excellent communication and strong interpersonal skills are essential.

For CL 29, two years of specialized experience, including at least one year equivalent to work at CL 28 level. For placement at salary levels above minimum up to and including step 25 (considering competitive factors and an evaluation of quality of experience), more than one year of specialized experience equivalent to work at CL 28 level is required.

For CL 30, three years of specialized experience, including at least one year equivalent to work at CL 29 level. For placement at salary levels above minimum up to and including step 25 (considering competitive factors and an evaluation of quality of experience), more than one year specialized experience equivalent to work at CL 29 level is required.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience in legal research and writing and in legal administration (or equivalent) received after graduation which involved use of specialized and legal terminology; demonstrated ability to analyze problems and assess the practical implications of alternate solutions; demonstrated ability to effectively communicate with others, both orally and in writing; demonstrated ability to effectively supervise others. Experience working in a legal or court environment, particularly federal court, is desirable.

**GENERAL EXPERIENCE:** Progressively responsible experience that provides evidence that the applicant possesses, or has the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Educational Substitutions:** Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools; or membership on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an advanced degree (LLM or equivalent); or demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above, may be credited as one year of specialized experience.

**\*\* MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT \*\***

**\*\* OPEN THROUGH JULY 31, 2010 \*\***

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year
<b>SICK LEAVE</b>	13 days per year
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

## **THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

(revised 12/2006)